

## CANDIDATE INFORMATION PACK



**Art Technician**

**Part Time**

**Fixed term 1 Year until 31 August 2027**

**Closing date: 9am Monday 7 September**

**Interview Date: wc 7 September**

**Start Date: ASAP**

## Welcome from the Headteacher



I am proud to welcome you to Belle Vue Girls' Academy. We are a long-established and highly successful academy with a thriving Sixth Form, providing an exceptional quality of education for girls aged 11 to 18.

At Belle Vue, we are committed to providing an exceptional educational experience for all, empowering our young people to become confident learners, confident communicators, and confident future citizens. We expect nothing but the best, from everyone, for everyone.

Our students are highly motivated, ambitious and aspirational. They are excited by learning and value the extensive opportunities we provide for academic and personal development. They get involved in exciting and enriching activities and experiences and develop as leaders and young citizens. We expect excellent attendance and punctuality, and for students to always behave in a respectful and courteous manner. Our high standards mean that our academy is a safe and happy place for all students to learn, and that all students can fulfil their potential.

Our staff are driven by ambition, aspiration, and excellence. They have the highest of expectations of all and work hard to ensure every student achieves aspirational academic outcomes, with personalised support, care and guidance at every stage of their journey. Our staff believe in and champion our students, we ensure no student is ever left out or left behind.

Our high expectations and the exceptional quality of education our girls receive means that our students make excellent progress. Our track record is consistently strong, with student progress consistently above Bradford and national average. In the Sixth Form, outcomes are equally strong with students achieving excellent Academic and Applied Vocational qualifications which allow them to progress to the next stage in their education with confidence. Our girls work hard for their success, and we are very proud of them.

I would like to invite you to explore our website and follow us on Twitter to find out more about us and the achievements of our remarkable students.

**Mrs. Deborah Anness**

**Headteacher**

## **Art Technician**

**Fixed Term 1 Year**

**30 Hours p/w TTO +1**

## **Band 6 (SCP 7-11)**

£18,410-19,623 (actual)

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**For full details please contact Nichola Laidman, Academy Executive Assistant,  
[nichola.laidman@bvga.bdat-academies.org](mailto:nichola.laidman@bvga.bdat-academies.org)**

**Closing Date: 9am Monday 7 September**

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*We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS)*



## OUR VISION, VALUES & COMMITMENT

We are committed to providing an exceptional educational experience for all, empowering our young people to become confident learners, confident communicators, and confident future citizens.

We are driven by ambition, aspiration, and excellence. We expect nothing but the best, from everyone, for everyone. We break down barriers, we tackle disadvantage, and we value and actively promote inclusion and celebrate diversity. We create an inclusive environment, in which everyone feels welcomed, supported and confident about being themselves whatever their characteristics or background. We know that education has the power to dramatically improve life chances and we take our commitment to our young people seriously. We take every measure to ensure our academy is a happy and safe place for young people to learn and grow.

Confident and empowered, our learners become happy, successful and independent young people. They are compassionate, respectful, resilient and responsible citizens, with positive personal strengths which guide their conduct. They are academically, socially, culturally and emotionally fulfilled and ready to become the leaders and change makers of tomorrow.

## OUR COMMITMENT TO OUR LEARNERS

Our academy is a positive and supportive environment where all learners thrive. We have high expectations, clear boundaries and consistent routines. We work as a team to develop confident learners, confident communicators, and confident future citizens. We are committed to providing an exceptional educational experience for every student.

### COMMITMENT 1

#### Securing Excellent Attendance

Because every student is entitled to fully access the education, opportunities and experiences school provides. No student should miss out.

#### Everyday Matters

We ensure all students and families understand that good attendance is essential for wellbeing and academic success. We apply the attendance strategy robustly and routinely and have proactive and positive relationships with families.

### COMMITMENT 2

#### Creating a Safe, Calm, and Happy Environment

Because every student is entitled to learn in a school which is safe and happy, where all are valued and where difference and diversity is celebrated.

#### Every Interaction Matters

We have high expectations of all, consistent routines, and positive relationships, creating a safe, happy and inclusive school environment where all can learn, achieve and be successful.

### COMMITMENT 3

#### Delivering an Exceptional Quality of Education

Because every student is entitled to a high-quality curriculum, consistently high-quality teaching and assessment, and feedback which supports progression.

#### Every Lesson Matters

We have an ambitious curriculum, consistently high-quality teaching, and rigorous assessment, underpinned by positive relationships and consistent routines for learning: every subject, every teacher, every student, every lesson.

### COMMITMENT 4

#### Providing Enriching and Life-Changing Opportunities

Because every student is entitled to a high-quality personal development, enrichment and CEIAG programme which prepares them for a successful future.

#### Every Opportunity Matters

We ensure all students access a high-quality age-appropriate personal development programme, a broad range of enrichment opportunities and personalised CEIAG guidance.

### COMMITMENT 5

#### Developing an Exceptional Staff Team

Because every student is entitled to learn in school where all staff, regardless of role, are fully committed to our vision to provide an exceptional quality of education for all.

#### Everyone Matters

We ensure all staff are clear about how their role contributes to delivering on our commitment. Our positive staff culture is underpinned by great relationships, professional respect, and an appreciation that when we work as a team, we have the greatest impact. Staff wellbeing is central to our approach.

**Making the Biggest Difference:  
Breaking Barriers, Securing Success**



**Job Title: Art Technician**

**Accountable to: Head of Faculty**

**Purpose** As Faculty Technician, to provide a truly exceptional educational experience for all, working with the Head of Faculty to enable each of our learners to become academically, socially, culturally and emotionally fulfilled young people, ready to take their place in the world.

**Job Title: Art Technician**

**Accountable to: The Head of Faculty**

**Job role and responsibilities:**

- To work as directed by the Faculty Leader and/ or Subject Leader to provide technical support to facilitate highly effective teaching, learning, assessment and enrichment opportunities across the subject / faculty.
- To organise and prepare materials, resources and equipment for use in lessons.
- To support teachers and students in lessons, as appropriate.
- To support the faculty team in maintaining an organised, safe and welcoming learning environment.
- To manage resources, including ordering, issuing and distributing stock.
- To maintain and repair materials and equipment as required.
- To support with the writing of risk assessments, and to work with leaders to ensure risk is managed effectively.
- To carry out routine administrative tasks as required.
- To support the faculty and / or subject to prepare for Parents' Evenings, Open Evenings and other school events, as required.
- To support the management of faculty and / or subject display.
- To maintain positive relationships with students and good discipline, following the school's Positive Behaviour Strategy.
- To attend meetings and training and carry out administrative tasks and duties as specified on the academy calendar.
- To engage fully in the appraisal process and take opportunities to develop by engagement in CPD opportunities.
- To consistently implement all academy policies.
- To report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- To carry out any other reasonable duties as requested by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually

**PERSON SPECIFICATION**

| Category                              | Essential                                                                                                                                                                                                                                                                                                                                             | Desirable                                                                                                                      |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications and Training</b>    | <p>GSCE English, Maths and Science grades 9 to 4 (A*-C)</p> <p>Prepared to undertake further training</p>                                                                                                                                                                                                                                             | <p>Relevant degree or similar, or equivalent professional qualifications where appropriate.</p> <p>First aid qualification</p> |
| <b>Experience</b>                     | <p>Experience in the use and maintenance of equipment such as sewing machines, printing press and batik pots.</p> <p>Have knowledge of Health &amp; Safety regulations/procedures</p> <p>Experience of undertaking a range of art related tasks.</p>                                                                                                  | <p>Experience of working in a school or with young people</p>                                                                  |
| <b>Knowledge, skills and ability</b>  | <p>Ability to prepare equipment and materials for lessons, as requested by teaching staff</p> <p>Ability to maintain accurate work records and maintain inventories.</p> <p>Basic knowledge of 2D design and simple woodwork.</p> <p>Knowledge of a range of products and materials and art techniques</p> <p>Knowledge of subject/technical area</p> | <p>Knowledge of ordering resources</p> <p>Ability to create art displays</p>                                                   |
| <b>Attitudes and Responsibilities</b> | <p>Positive attitude and professional approach to staff and Students</p> <p>Ability to be able to prioritise, plan and organise workload</p> <p>Abides by the academy's policies</p>                                                                                                                                                                  |                                                                                                                                |

## **How to Apply**

**Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.**

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

### **Applications**

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online via [www.mynewterm.com](http://www.mynewterm.com)

### **Shortlisting**

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

### **References**

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

### **Interview Process**

The interviews will be held at Belle Vue Girls' Academy. The interview will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

### **Final Selection**

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

## **Offer of Employment**

We will make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

## **Probationary Period**

First school term of employment with BDAT.

## **Timeline**

**Closing date: 9am Monday 7 September 2026**

**Interview date: w/c 7 September**

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## About BDAT

Belle Vue Girls' Academy is an academy within **Bradford Diocesan Academies Trust**. If you are successful in being appointed, the Trust will be your employer.

## General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools in Bradford. We are a Trust which prides itself on delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises that each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However, we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led, and we know it is important that we consistently live these values. The Trust's mission is **"to provide education of the highest quality within the context of Christian belief and practice."** We strongly believe every child only has one chance at a good education.

Our core Trust values are **inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.)**. We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information visit our website [www.bdat-academies.org](http://www.bdat-academies.org)

## BDAT's Mission, Vision and Values

### Our mission:

"At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

### Our vision is:

"We will provide schools that develop student competence, confidence and character, driven by local community context and inclusive Christian values, ensuring every student achieves their academic potential and leaves our Trust prepared for the next stage of their life journey. We want BDAT schools to be schools of choice for the diverse and special communities we serve.

We will recruit develop and retain highly skilled staff dedicated to making sure our children and young people have every chance to succeed."

### Our values are:

